



ENVIRONMENTAL PROTECTION AGENCY

Recommendation for Incentive Award (Two Page)

Instructions:

1. Awards should be based on EPA policy for award types, amounts and approval level (signature) requirements. For additional information on approval level requirements for awards, refer to the EPA Delegations Manual.
2. For detailed information on awards, review the EPA Recognition Policy and Procedures Manual.
3. Complete this two page form for all Individual Cash Awards, On-the-Spot Awards and Time-Off Awards for records:
Not under your security in FPPS;
Amount of award is \$5000 or greater; or
FY cumulative amount is \$5000 or greater
4. Provide a copy of the completed form to the employee when the electronic award has processed.

Employee Name: Cynthia Simbanin Employee ID #: (b) (6)
Position Title (optional): Supv. Facility Oper. Spc. PP-Series-Grade(optional): _____
Organization (optional): _____

Type of Award: ☐ On-the-Spot Award (Individual Cash Award (Non-Rating Based)) ☐ Group Cash Award
☒ Individual Cash Award (Non-Rating Based) ☐ Group Time Off Award
☐ Time Off Award

Total Amount of Award (\$): \$1,000.00 AND/OR Total Number of Hours: 0.00

Type of Benefits on which the award is based (Cash awards only): ☐ Tangible Benefit ☒ Intangible Benefit

Value of Benefit: ☐ Moderate ☐ Substantial ☒ High ☐ Exceptional
Extent of Contribution: ☐ Limited ☐ Extended ☒ Broad ☐ General

Narrative Justification for Award:

Cynthia is the boots on the ground employee for the move to Federal Triangle. She actively engages the offices across the agency. In particular, Cynthia works with OPP in partnership and brings in the right people to help resolve problems associated with the move. She answers questions or finds the answers to questions posed by the managers and leaders across OSCPP. OCSPP, especially the DOD for Management and the managers in OPP appreciate her knowledge, candor and wonderful demeanor which she uses to help get issues related to the move to Federal Triangle resolved.